


Administrative Clearinghouse Review Processing

Transportation Planning Branch		Approved: July 10, 2006 Version 1
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Purpose

The purpose of this procedure is to ensure that the appropriate engineer receives a project review request in the standard form of a North Carolina State Clearinghouse Review, the review is completed on time, the original Clearinghouse Intergovernmental Review Request is sent back to the State Clearinghouse, and the appropriate number of copies are filed.

Background

Engineers review requests from other agencies through the Clearinghouse to start projects that involve state money, state action, or have a potential environmental effect within the engineer's geographic region. If one of these criteria applies, the agency forwarding the project request must process the project through the Clearinghouse.

Responsibility

It is the responsibility of the administrative assistant to ensure that Clearinghouse Reviews are processed properly.

Policy, Regulatory, and Legal Requirements

[State Environmental Policy Act for North Carolina](#) (SEPA)

Scheduling and Time Constraints

A signed, dated, and completed State Clearinghouse Review Cover Letter must be completed three days (3) prior to the due date on the cover letter so that the Administrative Assistant has sufficient time to process it. If the engineer has comments, they must be attached in a formal memo form to the Clearinghouse Review Request Cover Letter. The engineer can request a review extension if more time is required.

Procedures

The administrative assistant will follow the steps below to properly process Clearinghouse Reviews.

Step	Action
1	Receive project review request in the form of a Clearinghouse Review Cover Letter from North Carolina State Clearinghouse via mail.
2	Stamp project review requests received with official Transportation Planning Branch stamp using the appropriate date. <ul style="list-style-type: none"> The date used is the day that it was received in the office, not the processing date. Note State number, date received, and agency respond date.
3	Assign project review request to the correct engineer. (If it is not possible to determine the correct engineer, then assign to the group supervisor of the appropriate geographic planning group.) <ul style="list-style-type: none"> Utilize MPO/RPO/County internal assignment report to determine the correct NCDOT engineer for the region
4	Log project review request into the internal Transportation Planning Branch Review Tracking Chart. This log is located on the administrative assistant's computer and the shared drive.
5	This site will generate the Review Tracking Chart upon request by the office processor. <ul style="list-style-type: none"> Log will contain a tracking number, the county, tracking code, project summary, TPB date, due dates, assigned engineer and the completion date. Enter the review request on the hard copy Review Tracking Chart.
6	Deliver request to the appropriate engineer's mailbox.
7	The engineer completes the project review, signs and dates the Clearinghouse Review Request, and returns it to the administrative assistant three (3) days prior to the due date shown on the form. <ul style="list-style-type: none"> Engineer may request additional time to complete the review. If more time is needed, the administrative assistant contacts the State Clearinghouse Office to request more time. If the engineer has comments, they must be attached in a formal memo form to the Clearinghouse Review Request Cover Letter. See the Resources and Tools section for examples of a Clearinghouse Review Cover Letter Request and Formal Comment Letter.
8	When the engineer returns the completed, dated, and signed Clearinghouse Review Request Cover Letter, the administrative assistant: <ol style="list-style-type: none"> Logs completion date and whether we provided comments or not into the Tracking Chart(s) Makes two copies: <ul style="list-style-type: none"> 1 copy – Transportation Planning Branch Files 1 copy – Read File

	3. Returns the original State Clearinghouse Review Request Cover Letter to the State Clearinghouse with formal comment memo if comments are included. If the engineer fails to complete the review request in the allotted time, the administrative assistant will notify the engineer and his/her supervisor of overdue request.
9	Send original Intergovernmental Review Cover Letter to State Clearinghouse. N.C. State Clearinghouse 1301 Mail Service Center Raleigh, NC 27699-1301
10	File the Transportation Planning Branch copy and the Read File copy for those reviews which received comments; for those with no comments, no file copies are made.
11	Log into Tracking Charts.

Warnings and Precautions

None

Resources and Tools

- Geographic Staff assignments are used to assign Clearinghouses. These can be found on the [Transportation Planning Branch web site](#).
- [Clearinghouse Review Cover Letter Request \(sent by State Clearinghouse\) and Formal Comment Letter](#)

Contacts

- For suggestions to change this procedure contact: Mike Bruff (919) 733-4705
- For questions about performing this procedure contact: Carrie Atkinson (919) 733-4705

Glossary

None

User Access

NCDOT Internal Use Only

Flowchart

None